



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ASSOCIATE ACCOUNTS EXAMINER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** Candidates on a current examination list.  
**Location:** Headquarters, Newington, CT  
**Job Posting No:** 83249  
**Hours:** 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)  
**Salary:** AR-26: \$76,373.00 to \$98,224.00 annual  
**Closing Date:** October 12, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the Associate Accounts Examiner examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

### **KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of professional accounting and auditing principles and practices; considerable knowledge of governmental and commercial accounting; interpersonal skills; oral and written communication skills; considerable ability to analyze financial records, documents, and reports; ability to prepare reports including narrative and statistical sections; some supervisory ability.

### **EXPERIENCE AND TRAINING:**

#### **General Experience:**

Seven (7) years of experience in accounting or auditing.

#### **Special Experience:**

One (1) year of the General Experience must have been at the professional level.

**Note:** Professional level accounting or auditing is interpreted as work performed as a professional Accountant, Auditor, or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

### **Substitutions Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

### **SPECIAL REQUIREMENT:**

Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applications will not be considered without all the required documents. The candidate pool resulting from these interviews may be used to fill future Associate Accounts Examiner positions in The Bureau of Finance & Administration within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete and submit the following documents by mail: cover letter, resume, and application for Employment (CT-HR-12) postmarked deadline of October 12, 2016. State employees must also include copies of their last two (2) service ratings. Send documents to:

**Ms. Connie Miano  
Contract Compliance Unit  
Bureau of Finance & Administration  
Connecticut Department of Transportation  
PO Box 317546  
Newington, CT 06131-7546**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities